

# **COMMUNITY PROGRAMS REPORTING**

**Reference Manual for Reporting  
Community-Based Service Data  
to the Virginia Department of Juvenile Justice**

**July, 2004**

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# Logging On to the System from a *DJJ* Computer

If you are using a non-DJJ computer, please skip to page 4.

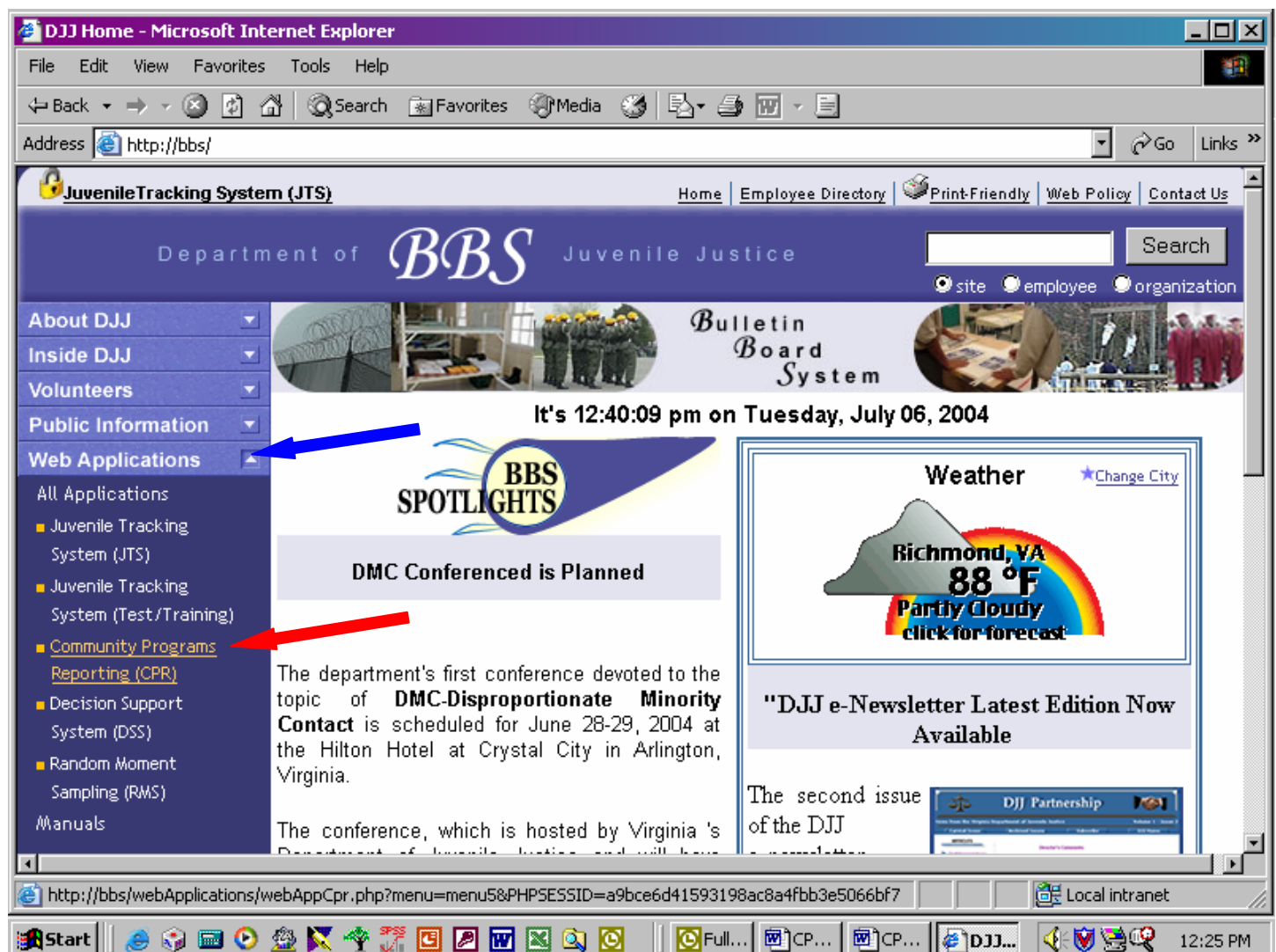
Click on the: **Internet Explorer** Icon

In the address box enter: **bbs**

The screen below will be displayed.

Click on: **Web Applications** (see blue arrow)

Then click on: **Community Programs Reporting (CPR)** (see red arrow)



Please go to page 5:

# Logging On to the System from a Non-DJJ Computer

Click on the: **Internet Explorer** or **Netscape Browser** icon

In the address box enter: **[www.djj.state.va.us](http://www.djj.state.va.us)**

The screen below will be displayed.

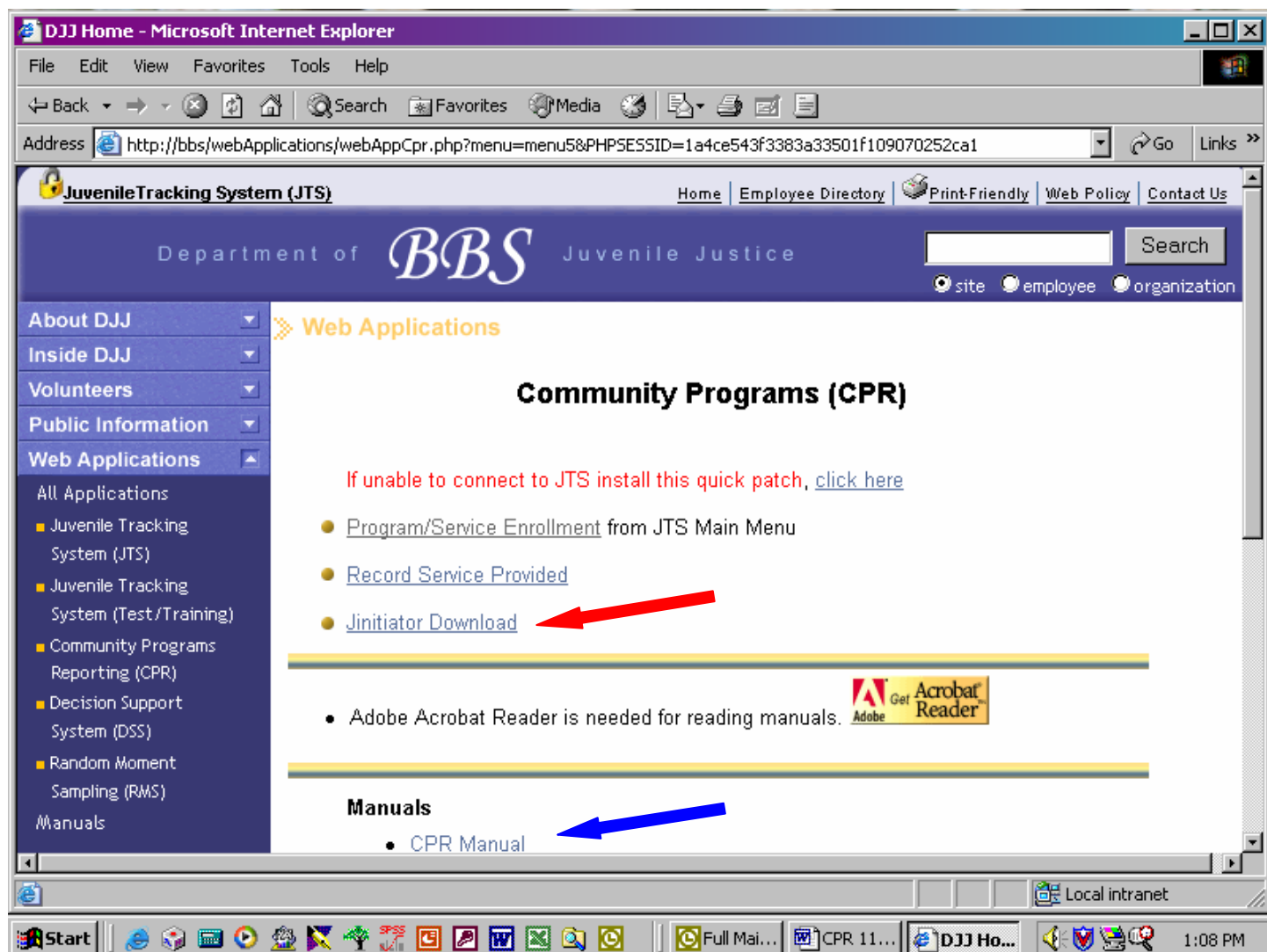
Click on: **Web Applications** (see blue arrow)

Then click on: **Community Programs Reporting (CPR)** (see red arrow)

The screenshot shows the Virginia Department of Juvenile Justice (DJJ) website in Microsoft Internet Explorer. The browser window title is "DJJ Home - Microsoft Internet Explorer". The address bar shows "http://www.djj.state.va.us". The website header includes "Commonwealth of Virginia" and "Department of Juvenile Justice". A navigation menu on the left lists "About DJJ", "Inside DJJ", "Volunteers", "Public Information", "Web Applications", and "Questions". The "Web Applications" menu is expanded, showing "Index", "Juvenile Tracking System (JTS)", "Juvenile Tracking System (Test/Training)", "Community Programs Reporting (CPR)", and "Decision Support System (DSS)". A blue arrow points to "Web Applications" and a red arrow points to "Community Programs Reporting (CPR)". The main content area features a "DJJ Spotlights" section with a "New DJJ Partnership e-Newsletter" link, a "Director's Corner" section with a photo of Jerrauld C. Jones, and a "Welcome to the Department of Juvenile Justice (DJJ) website" message. The footer shows the URL "http://www.djj.state.va.us/webApplications/webAppCpr.php?menu=menu5" and the time "4:56 PM".

Please go to page 5.

From the Community Programs Reporting link, you will reach the following screen:



If this is the first time your computer has accessed CPR, you will need to load the Jinitiator. Once Jinitiator has been downloaded to your computer, you will not have to do it again. To download Jinitiator, click at the **red arrow** and follow the directions for your location.

The system will respond with

Loading Java Applet . . . .

**NOTE: Please be patient. This may take 40 minutes or more to download.**

If you wish to print a copy of the CPR manual, click at the **blue arrow**. If your computer does not have Adobe Acrobat, you may download it by clicking on the Adobe Acrobat icon and following its prompts.

# Now you're ready to use CPR!

The CPR System has four components:

- **Program/Service Enrollment**
- **Record Services Provided**
- **CPR Financial Tracking**
- **CPR Reports**

Each component is described briefly below. Detailed instructions for each component are included in the following pages of this manual.

**Program/Service Enrollment** All youth being entered into CPR must be enrolled, whether they are participating in programs funded through VJCCCA, State IV-E, 294 or are in a contract program or Halfway House. Youth must be “enrolled” in a program or service before services delivered can be recorded. This process actually assigns a child to a program or service. You must have the youth’s Juvenile Intake System number to complete this process. If you do not have it, contact the Court Service Unit.

**Record Services Provided** Youth in VJCCCA programs and services also need to have service units recorded. Once a child has been enrolled, they will automatically be displayed in the second component. In this component, you may record services provided in each program. (Service Units do not need to be recorded for State IV-E, 294, contract programs or Halfway Houses because we have other data sources on these youth.)

**CPR Financial Tracking** Beginning in FY05 localities will be required to report expenditures quarterly. This component provides a place to enter data monthly (optional) or quarterly. FY04 annual expenditures also will be recorded through this screen by entering annual expenditures on the line for June. To assist users in tracking a program’s performance, the screen displays the service units provided, the proportion of the year passed, the proportion of funds expended to date and the average cost per service unit.

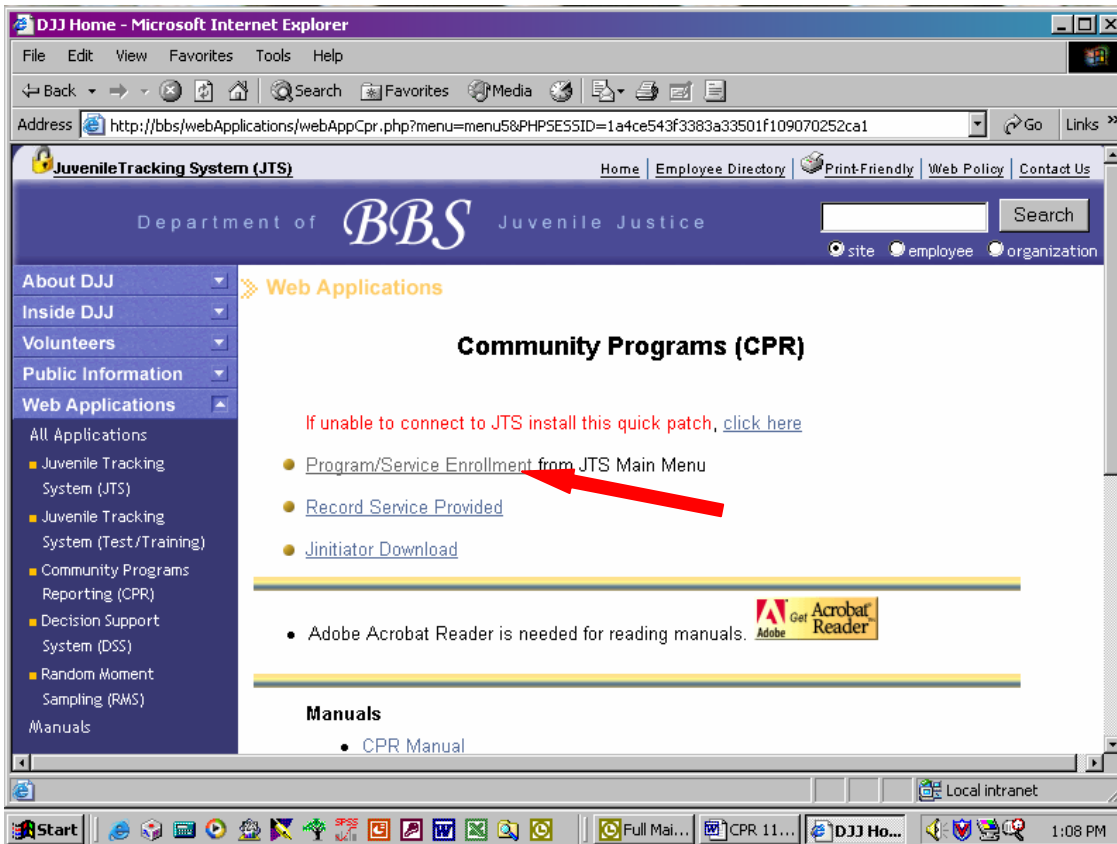
**CPR Reports** To assist users in tracking program usage, checking data entry and managing their programs, this component offers a variety of reports and reporting options that can be run as needed.

**Note:** Your logon may allow you to enroll a child, enter service units, financial data, run reports or any combination of these. Not everyone will be able to use all components of CPR. Your locality has decided who may access which parts of the system, depending on your job responsibilities. If you do not have access to a particular component, it may not be displayed on your screen or you may not be allowed access.

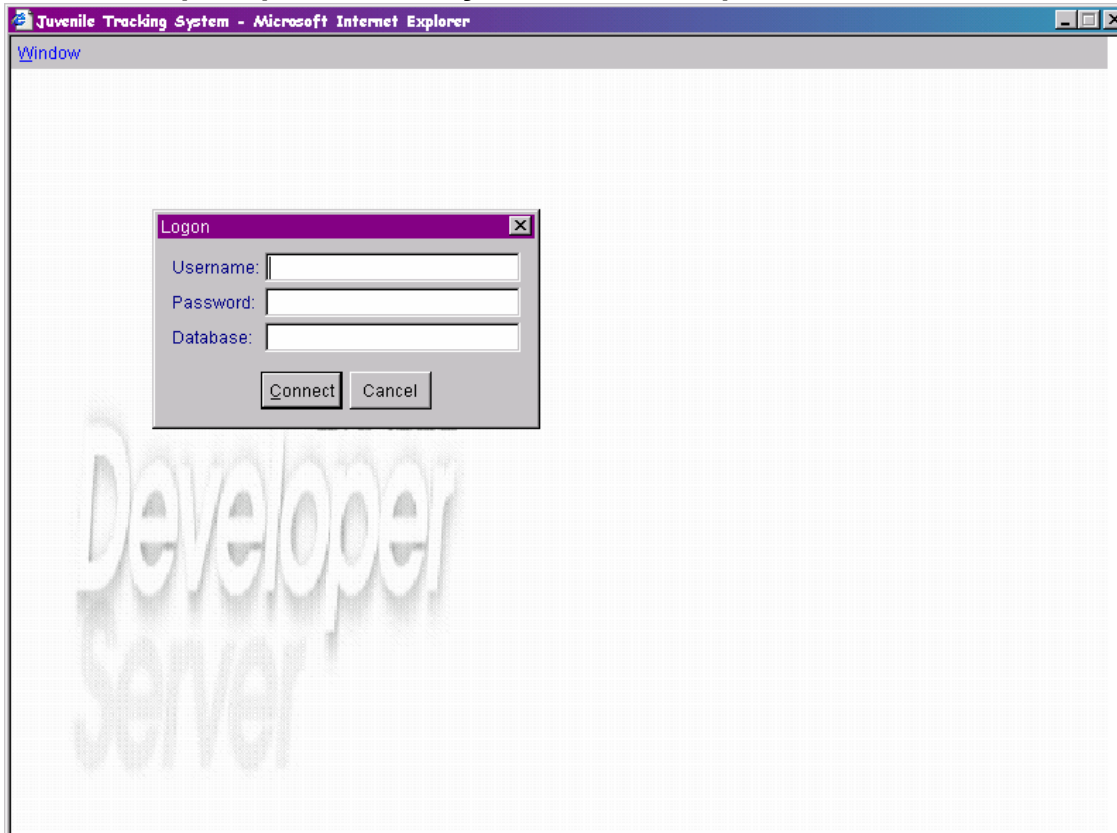
# **Enrolling a Child**

From the Community Programs Reporting screen, click on:

- **Program/Service Enrollment** from JTS Main Menu (see red arrow)



You will be prompted to enter your user Id and pass word:



Enter your user name.  
Hit **Tab**.

The cursor will move to the Password box.

Enter your password.  
Hit **Enter** or click on **Connect**.

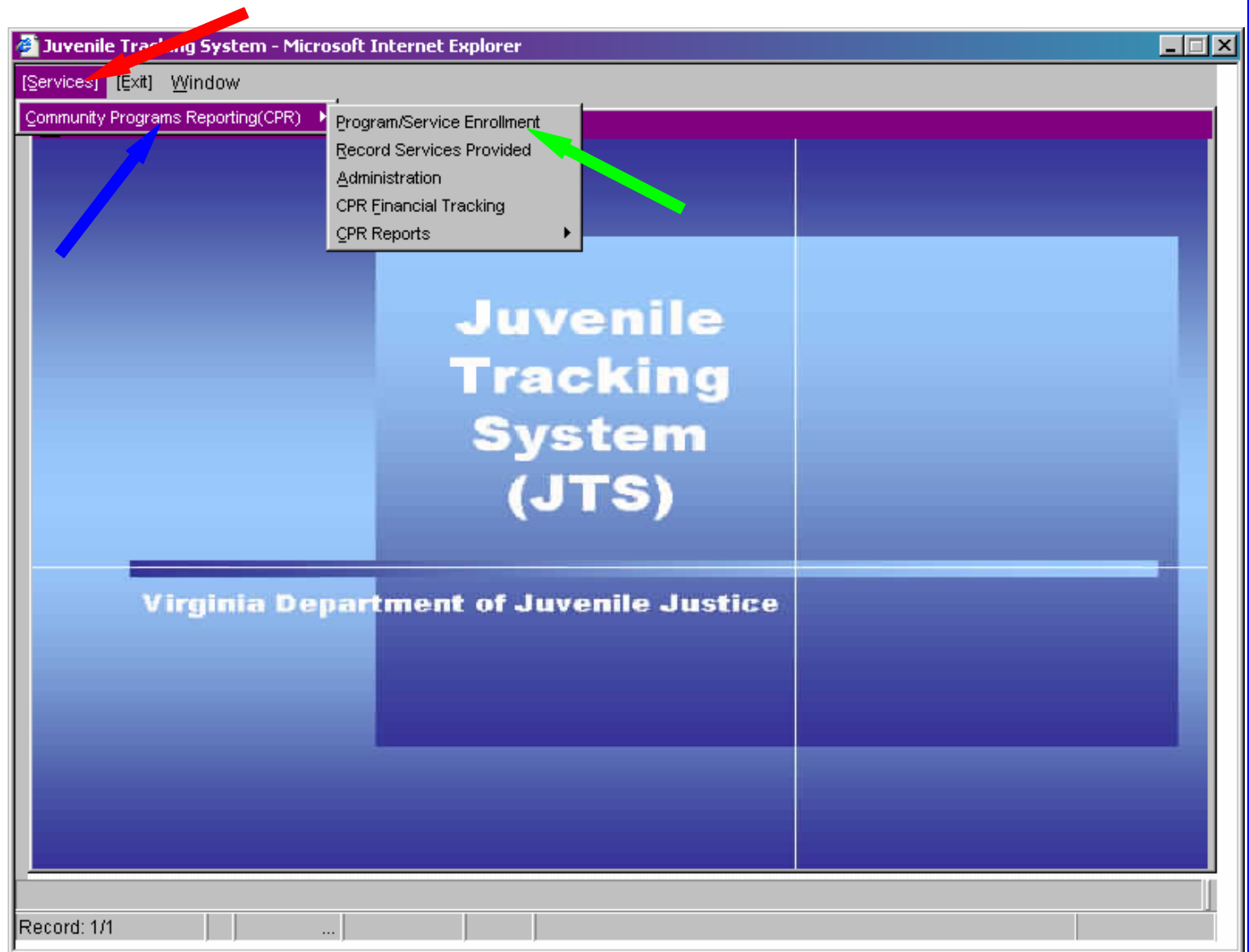
(leave database blank)

The computer will move you to the next screen:



## Step 1: Select Program/Service Enrollment

The following screen will be displayed:



Click on: **Services** (shown by the **red arrow**)

Then click on: **Community Programs Reporting** (shown by the **blue arrow**)

Then click on: **Program/Service Enrollment** (shown by the **green arrow**)

The system will bring up the following Oracle screen:

## Step 2: Identify a Child to Enroll

COMMUNITY PROGRAMS REPORTING - Microsoft Internet Explorer

Action Edit Query Block Record Field Help Window

COMMUNITY PROGRAM REPORTING

PROGRAM/SERVICE ENROLLMENT

Juvenile Number Last Name First Name DOB Sex Race

\*\*\* PLEASE VERIFY THIS IS THE CORRECT JUVENILE BEFORE PROCESSING \*\*\*

Placing Fips	Program Name	Placing Worker	Pre/Post	Res/Non	Assign Date	Admit Date	Release Date	Rel Code
					11/29/2001			

Enter a query; press F8 to execute, Ctrl+Q to cancel.

Record: 1/1 Enter-Qu...

Enter the child's Juvenile Tracking System Number into the box under "Juvenile Number."  
Hit [Enter](#).

The computer will fill in the Last Name, First Name, Date of Birth, Sex and Race of the child.

**Confirm that this is the child that you want to enroll.**

If it is not, go back to your Court Service Unit contact to obtain the correct Juvenile Tracking System Number.

If it is, proceed to Step 3.

### Step 3: Enroll a Child

COMMUNITY PROGRAMS REPORTING - Microsoft Internet Explorer

Action Edit Query Block Record Field Help Window

COMMUNITY PROGRAM REPORTING

PROGRAM/SERVICE ENROLLMENT

Juvenile Number: 123, Last Name: TALBERT, First Name: ALLEN, DOB: 11/04/1985, Sex: M, Race: W

\*\*\* PLEASE VERIFY THIS IS THE CORRECT JUVENILE BEFORE PROCESSING \*\*\*

Placing Fips	Program Name	Placing Worker	Pre/Post	Res/Non	Assign Date	Admit Date	Release Date	Rel Code
					12/03/2001			

Enter the juvenile number and press <Execute Query>.

**Placing Fips.** Click on the gray drop down box (see red arrow) under “Placing Fips.” All the localities for which you are authorized to enroll youth will be displayed.

Click on the name and FIPs code of the locality placing (paying for) the child you are enrolling.

Click **OK**. The Placing FIPs box will close. (You also may key in the FIPs if you know it.)

**Program Name.** Click on the gray drop down box (see blue arrow) under “Program Name.” All the programs for which you are authorized to enroll youth will be displayed.

Click on the name and number of the program in which you wish to enroll this child.

Click **OK**. The Program Name box will close. (You also may key in the program number if you know it.)

The computer checks to see that there is a CHINS, CHINSup or Delinquent offense for this child. If there is not, it will not allow you to proceed. The child is not eligible for VJCCCA programs and services.

### Step 3: Enroll a Child (Continued)

**COMMUNITY PROGRAMS REPORTING - Microsoft Internet Explorer**

Action Edit Query Block Record Field Help Window

COMMUNITY PROGRAM REPORTING

**PROGRAM/SERVICE ENROLLMENT**

Juvenile Number: 231 Last Name: BREWSTER, First Name: TIMOTHY DOB: 11/29/1979 Sex: M Race: W

\*\*\* PLEASE VERIFY THIS IS THE CORRECT JUVENILE BEFORE PROCESSING \*\*\*

Placing Fips	Program Name	Placing Worker	Pre/Post	Res/Non	Assign Date	Admit Date	Release Date	Rel Code
087	087-0519-00	TRAIN1	<input checked="" type="radio"/> <input type="radio"/>	<input type="radio"/> <input checked="" type="radio"/>	10/01/2001	10/01/2001		
			<input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/>				
			<input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/>				
			<input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/>				
			<input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/>				
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			<input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/>				
			<input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/>				
			<input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/>				

FRM-40400: Transaction complete: 1 records applied and saved.

Record: 1/1 List of Values

**Placing Worker.** Notice that the box under “Placing Worker” has been filled in with your User Logon. If you are not the placing worker, please click in the box and type in the User Logon for the person who is the placing worker (probably a probation officer).

**Pre/Post.** If this is a predispositional placement, click on the circle under “Pre.” If it is a postdispositional placement, click on the circle under “Post.”

**Res/Non.** If this is a residential placement, click on the circle under “Res.” If it is a nonresidential placement, click on the circle under “Non.”

**Assign Date.** Notice that the Assign Date has automatically been filled in with today’s date. If the child was assigned to the program before today, please enter the actual date the child was assigned. (You do not have to enter the slashes with 2-digit month, 2-digit day and 4-digit year.)

**Admit Date.** OPTIONAL: You may enter this from the Enrollment or Services screen. Enter the date the child actually begins receiving a program or service. (You do not have to enter the slashes with 2-digit month, 2-digit day and 4-digit year.)

#### Step 4: Save the Enrollment

COMMUNITY PROGRAMS REPORTING - Microsoft Internet Explorer

Action Edit Query Block Record Field Help Window

COMMUNITY PROGRAM REPORTING

PROGRAM/SERVICE ENROLLMENT

Juvenile Number	Last Name	First Name	DOB	Sex	Race
231	BREWSTER	TIMOTHY	11/29/1979	M	W

\*\*\* PLEASE VERIFY THIS IS THE CORRECT JUVENILE BEFORE PROCESSING \*\*\*

Placing Fips	Program Name	Placing Worker	Pre/Post	Res/Non	Assign Date	Admit Date	Release Date	Rel Code
087	087-0519-00	TRAIN1	<input checked="" type="radio"/> <input type="radio"/>	<input type="radio"/> <input checked="" type="radio"/>	10/01/2001	10/01/2001		
			<input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/>				
			<input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/>				
			<input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/>				
			<input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/>				
			<input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/>				
			<input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/>				
			<input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/>				
			<input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/>				
			<input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/>				
			<input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/>				

FRM-40400: Transaction complete: 1 records applied and saved.

Record: 1/1 List of Values

**It is very important that you save the record or your work will be lost!**

To save: Click on the diskette icon on the menu bar (see red arrow).

When you look at the bottom of the screen, it should tell you “. . . records applied and saved.” (See blue arrow.)

**Enrolling the same child in more than one program or service.** If you are enrolling this child in more than one program or service, simply click in the “Placing Fips” box in the second row and repeat Steps 4 and 5 until all programs and services are entered.

**Enrolling a different child into a program or service.** If you wish to enroll another child in the same or any other program or service, click in the box under “Juvenile Number” and the screen will be cleared. Then repeat Steps 3, 4 and 5.

**Return to the Main Menu.** Once you have saved your entries, click on the door icon (third from left) and you will be returned to the main menu. From there you may exit the system or Record Services Provided.

# Buttons on the Button Menu Bar

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17

COMMUNITY PROGRAMS REPORTING - Microsoft Internet Explorer

Action Edit Query Block Record Field Help Window

COMMUNITY PROGRAM REPORTING

PROGRAM/SERVICE ENROLLMENT

Juvenile Number Last Name First Name DOB Sex Race

\*\*\* PLEASE VERIFY THIS IS THE CORRECT JUVENILE BEFORE PROCESSING \*\*\*

Placing Fips	Program Name	Placing Worker	Pre/Post	Res/Mon	Assign Date	Admit Date	Release Date	Rel Code
					11/29/2001			

Enter a query; press F8 to execute, Ctrl+Q to cancel.

Record: 1/1 Enter-Qu...

The icon buttons on the menu bar can help you navigate the CPR system.

- 1 **Save.** Saves the information as entered on the screen.
- 2 **Print.** Allows you to print the displayed screen.
- 3 **Exit.** Returns you to the Main Menu where you can exit the system or Record Services Provided.
- 4 **Cut.** Allows you to cut data to delete it or paste it.
- 5 **Copy.** Allows you to copy data to paste it. (This may be handy for avoiding re-keying the admit date.)
- 6 **Paste.** Allows you to paste data that you have cut or copied.
- 7 **Enter Query.** This clears the screen so that you can enter a new Juvenile Number.
- 8 **Execute Query.** When a Juvenile Number is entered, this causes the JTS database to be searched to bring up information on the juvenile.
- 9 **Cancel Query.** Stops a query from running. *(Since you enter this screen in Query Mode, if you need to exit before entering any data, you may need to cancel the query first.)*

## Buttons on the Button Menu Bar (Continued)

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17

COMMUNITY PROGRAMS REPORTING - Microsoft Internet Explorer

Action Edit Query Block Record Field Help Window

COMMUNITY PROGRAM REPORTING

PROGRAM/SERVICE ENROLLMENT

Juvenile Number Last Name First Name DOB Sex Race

\*\*\* PLEASE VERIFY THIS IS THE CORRECT JUVENILE BEFORE PROCESSING \*\*\*

Placing Fips	Program Name	Placing Worker	Pre/Post	Res/Mon	Assign Date	Admit Date	Release Date	Rel Code
					11/29/2001			

Enter a query; press F8 to execute, Ctrl+Q to cancel.

Record: 1/1 Enter-Qu...

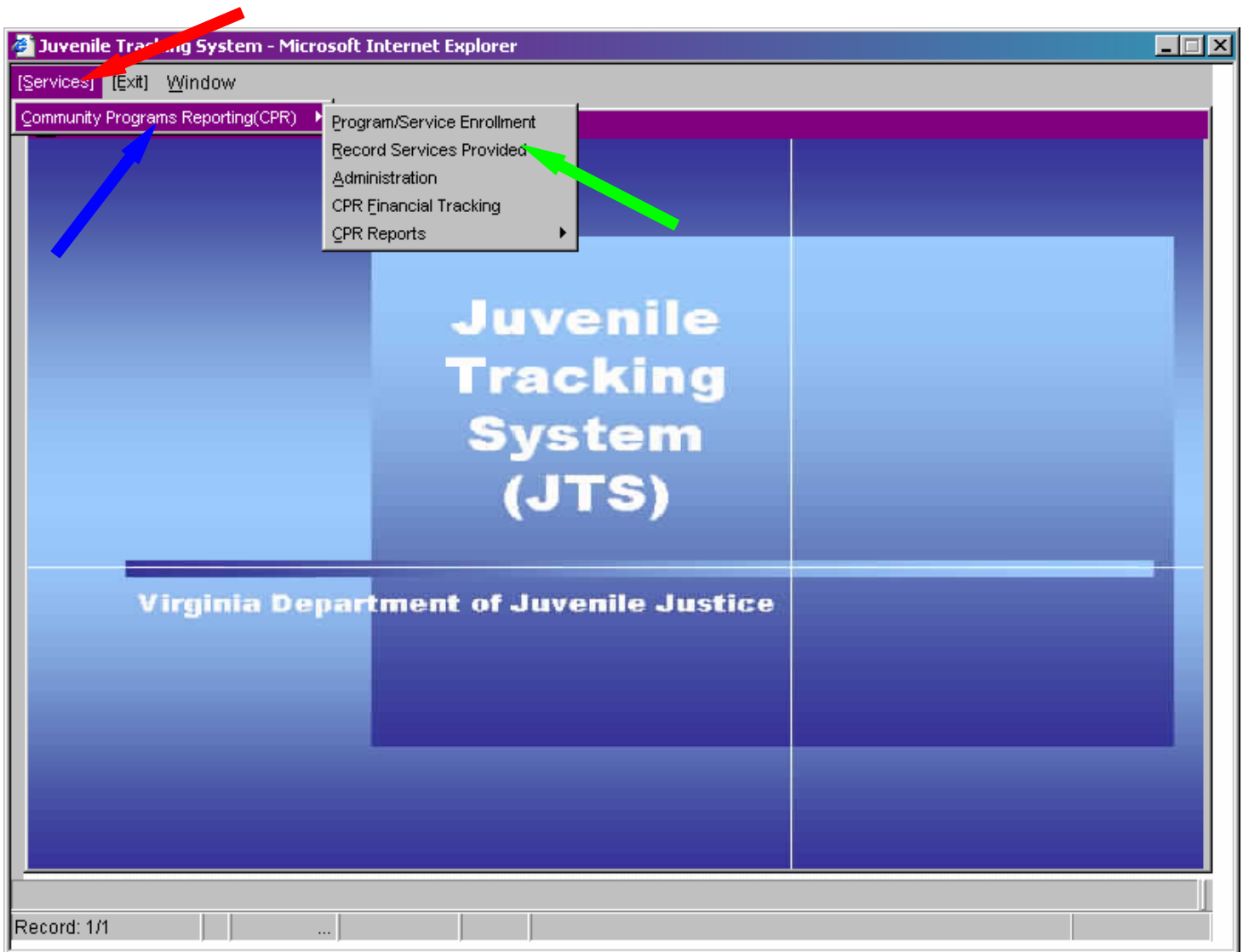
- 10 Previous Block.** Toggles you between the top block with child's name/info and the bottom block with enrolling info.
- 11 Previous Record.** Moves you between program lines in the bottom block with enrolling info.
- 12 Next Record.** See 11.
- 13 Next Block.** See 10.
- 14 Insert Record.** Opens a new program line in the bottom block with enrolling info.
- 15 Remove Record.** Allows you to delete the record on the line you are in.
- 16 Lock Record.** Do not use this button.
- 17 Help.** Not yet functional.

Dialog boxes that pop up and are in your way may be moved by placing your cursor over the top header of the box, holding your left mouse button down and pulling your cursor until the dialog box is in the desired location.

# **Recording Service Units**



**Step 5: If you already are logged on to the Enrollment Screen, click on the door icon to exit and you will be returned to the following screen:**



**Click on: **Services** (shown by the **red arrow**)**

**Then click on: **Community Programs Reporting** (shown by the **blue arrow**)**

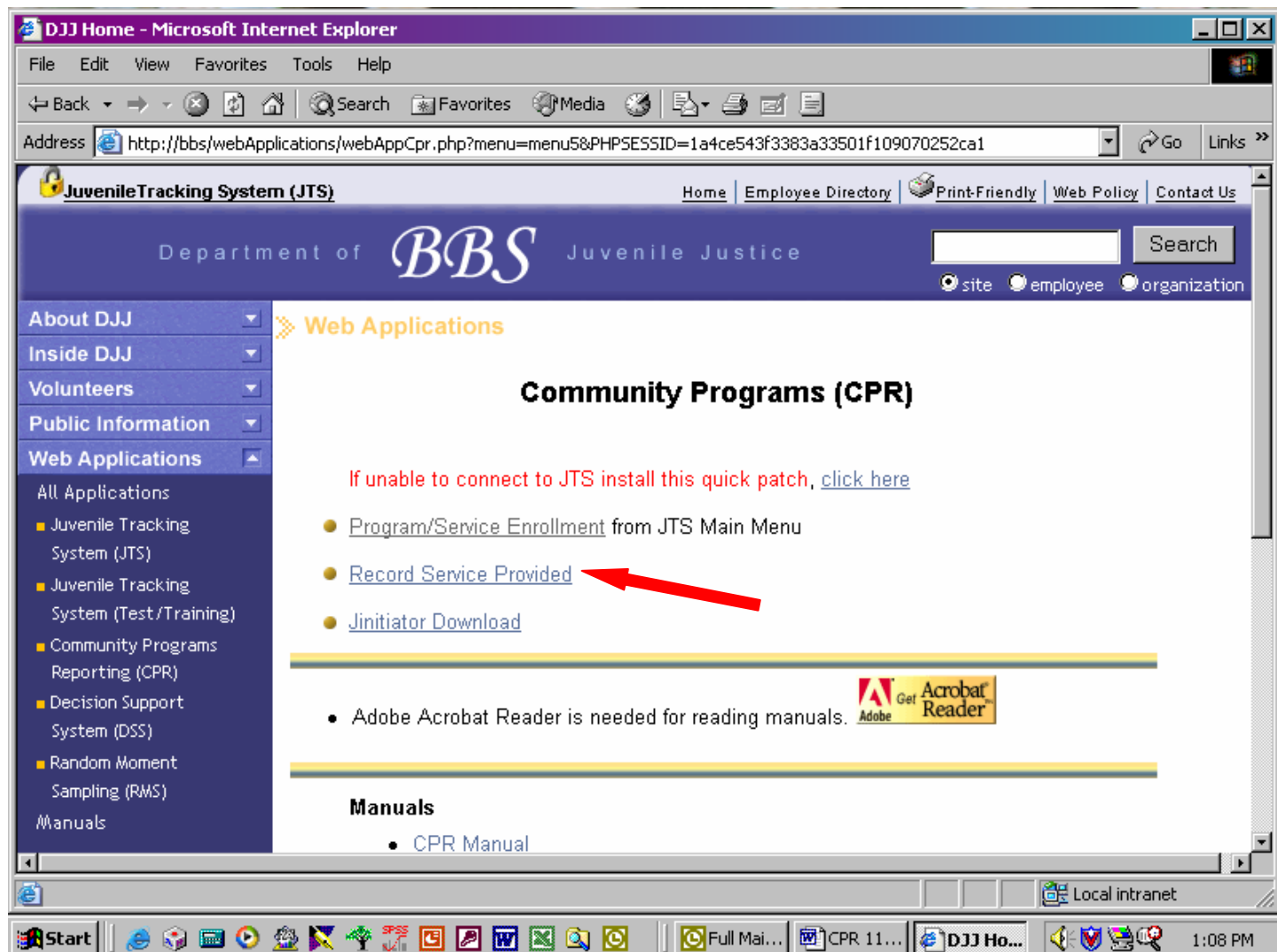
**Then click on: **Record Services Provided** (shown by the **green arrow**)**

The computer may bring up a security alert to tell you you are moving to a secure web site.

If you answer **YES** or **OK**, the computer will move you to the screen on page 20. Skip to Step 7.

**Step 5: (If you are not logged on to the Enrollment Screen), you can enter the screen to record service units directly from the Community Programs Reporting screen. Click on:**

- **Record Service Provided** (see red arrow)



The computer will bring up a security alert box. If you answer **YES** or **OK**, the computer will move you to the next screen:

**Step 6: (If not already logged on to the Enrollment Screen) Log On to the Recording Service Units Screen**

The screenshot shows a web browser window titled "Community Programs Reporting Login - Microsoft Internet Explorer". The page header includes the text "VIRGINIA DEPARTMENT OF JUVENILE JUSTICE" and "Community Programs Reporting Online" on the left, the state seal of Virginia on the right, and "Version 0.3" in the top right corner. Below the header, the text "Please Enter Your:" is followed by two input fields: "Userid" and "Password". Below these fields are two buttons: "Submit" and "Reset". In the top right corner of the page content, there are links for "Help" (represented by a question mark icon) and "Exit" (represented by a door icon).

Enter your [Userid](#).

Hit [tab](#) or [enter](#).

The computer will advance you to the Userid box.

Enter your [Password](#).

Hit [Submit](#) or [enter](#).

To view or print documentation for this system, hit [Help](#) at the upper right of the screen at any point that you are logged on.

The system will move you to the next screen.

## Step 7: Choose the Locality

Community Programs Reporting - Microsoft Internet Explorer

**VIRGINIA DEPARTMENT OF JUVENILE JUSTICE**  
**Community Programs Reporting Online**

Version 1.0  
Help Logout

*Services Provided*

FIPS: Select One ...

If the locality for which you want to enter data is not displayed, click on the drop down box beside FIPS.

The computer will bring up all localities for which you are authorized to enter service units.

Click on the locality and FIPS for which you wish to record service units.

The computer will move you to the next screen:

## Step 8: Choose the Program

Community Programs Reporting - Microsoft Internet Explorer

**VIRGINIA DEPARTMENT OF JUVENILE JUSTICE**  
**Community Programs Reporting Online**

Version 1.0  
Help Logout

*Services Provided*

FIPS: 001 ACCOMACK COUNTY

PROGRAM/SERVICE: Select One ...

If the program or service for which you want to enter data is not displayed, click on the drop down box beside Program/Service.

The computer will bring up all programs and services for which you are authorized to enter service units.

Click on the program/service for which you wish to record service units.

## Step 9: Narrow the Cases Displayed

Community Programs Reporting - Microsoft Internet Explorer

**VIRGINIA DEPARTMENT OF JUVENILE JUSTICE**  
**Community Programs Reporting Online**

Version 1.3  
Help Logout

*Services Provided*

FIPS: 087 HENRICO COUNTY  
PROGRAM/SERVICE: 087-05019-00 DETENTION OUTREACH/ELECTRONIC MONITORING: HENRICO COUNTY

THIS PROGRAM/SERVICE HAS:

6 ACTIVE CASES (Juveniles Enrolled)  
+ 212 CLOSED CASES (Juveniles Released)  
====  
218 BOTH (Total Cases)

CASE TYPE: Would You Like To View ...  
Would You Like To View ...  
ACTIVE CASES  
CLOSED CASES  
BOTH

The greater the number of cases displayed, the lesser the speed of the CPR system. If you are in a locality with many programs, have many children in a program, or are accessing CPR through a modem connection, your speed may be decreased. You may be able to improve your speed by limiting the number of cases you view on the screen.

This screen will display the number of active cases you have in this program. It will show the number of closed cases (youth who have been in the program and released this year). It also will total all active and closed cases.

Using these numbers as your guide, you may choose to view all active cases, all closed cases, or both.

Click on the drop down box beside Case Type to display your options. Then highlight the type of cases you wish to view ([Active](#), [Closed](#) or [Both](#)).  
Hit [Enter](#).

If there are a large number of cases in your selection, you may be prompted with a similar selection to limit the number of cases to view at one time.

All youth meeting your selection criteria will be displayed as shown in the screen below.

## Step 10: Record Service Units

Community Programs Reporting - Microsoft Internet Explorer

**VIRGINIA DEPARTMENT OF JUVENILE JUSTICE**  
Community Programs Reporting Online

Version 1.3

Help Logout

*Services Provided*

Both Show All Last Name: S-W

Juvenile Report

FIPS: 087 HENRICO COUNTY  
PROGRAM/SERVICE: 087-05020-00 ELECTRONIC MONITORING: BI (HENRICO COUNTY)

Service Unit Type: **DAYS**

Juvenile Number	First Name	Last Name	Assgn Date	Admit Date	Release Date	Rel. Code	?	Service Mth	Year	Number of Units	
12234	GIDGET	SAPP	03/07/2002	03/07/2002							Enter
1234	LAVAR	WASHINGTON	02/15/2002	-	-	-		04	2002	30	c x
								03	2002	10	c x

The computer will automatically display all youth meeting the selection criteria you chose on the last screen. If the youth for whom you want to record services is not listed, please return to the enrollment screen and enroll the child.

Click on the name of the child for whom you want to enter service units. The computer will display all information previously recorded for the child. The child's name will display in **blue**.

**Admit Date.** Notice that the admit date may be filled or empty. If a youth's admit date was recorded when the child was enrolled in the program, it will be displayed. If the admit date was not recorded at enrollment, it will be blank and you must record the admit date. *(You do not have to enter slashes.)*

**Release Date.** If this child has not been released, leave this cell blank. If the child has been released, enter the release date in mm/dd/yyyy format. *(You don't have to enter slashes.)* Hit the "c" button beside the line.

## Step 10: Record Service Units (Continued)

Community Programs Reporting - Microsoft Internet Explorer

**VIRGINIA DEPARTMENT OF JUVENILE JUSTICE**  
Community Programs Reporting Online

Version 1.3

Help Logout

*Services Provided*

Both Show All Last Name: S-W

Juvenile Report

FIPS: 087 HENRICO COUNTY  
PROGRAM/SERVICE: 087-05020-00 ELECTRONIC MONITORING: BI (HENRICO COUNTY)

Service Unit Type: DAYS

Juvenile Number	First Name	Last Name	Assgn Date	Admit Date	Release Date	Rel. Code	?	Service Mth	Year	Number of Units	
12234	GIDGET	SAPP	03/07/2002	03/07/2002							Enter
1234	LAVAR	WASHINGTON	02/15/2002	-	-	-		04	2002	30	c x
								03	2002	10	c x

**Release Code.** If this child has not been released, leave this cell blank. If the child has been released, enter the release code. To view the possible release codes, click the ? beside **Rel.** A drop down box will appear. Click on ▼ and a listing all valid release codes will appear. Simply click on the release code that applies and the number will be entered into the **Rel. Code** box. For reference, the release codes are:

- 1 Changed from predispositional to postdispositional status
- 2 Completed program, satisfactory completion
- 3 Terminated program, further participation is of no use
- 4 Terminated program for noncompliance
- 5 Terminated program for unrelated reasons (moved away, died, arrested on charges preceding the event leading to current participation, etc.)
- 6 Program terminated (funding no longer available or program no longer a priority, etc.)

**Service Mth.** Enter the number of the month you for which you wish to record service units (e.g., January = 1, February = 2, etc.)

**Service Year.** Enter the *calendar* year for which you wish to record service units.

**Number of Units.** Enter the number of service units for this child, for this month. Hit [Enter](#).



## Step 10: Record Service Units (Continued)

Community Programs Reporting - Microsoft Internet Explorer

**VIRGINIA DEPARTMENT OF JUVENILE JUSTICE**  
Community Programs Reporting Online

Version 1.3

Help Logout

*Services Provided*

Active Cases: Select → Last Name: S-W

SELECT →  
Show 25  
Show 50  
Show All

Juvenile Report

FIPS: 087 HENRICO COUNTY  
PROGRAM/SERVICE: 087-05020-00 ELECTRONIC MONITORING: BI (HENRICO COUNTY)

Service Unit Type: DAYS

Juvenile Number	First Name	Last Name	Assign Date	Admit Date	Release Date	Rel. Code	?
12234	GIDGET	SAPP	03/07/2002	03/07/2002			c
1234	LAVAR	WASHINGTON	02/15/2002	-	-	-	

Service Mth	Year	Number of Units	Enter
04	2002	30	c x
03	2002	10	c x

**To Change or Delete Prior Entries.** For changes in Admit Date, Release Date and Release Code, type over the data to change and hit the button marked "c" beside the line being changed. To change prior service dates or units, type over the data to change and hit the button marked "c" beside the line being changed. To delete the line of data completely, hit the button marked "x" beside the line to delete.

**To Delete a Child From the System.** You must first delete all service units from this screen by hitting the button marked "x" beside each line in which there are service units. Then you must return to the enrollment screen and delete the child's enrollment. *(Do this only when the child was never eligible for VJCCCA and was not paid for with VJCCCA funding.)*

**To Record Units for Another Child.** Click on the name of the child for whom you wish to record services. Their name and data will come to the top line. The prior child will move to the bottom line. Repeat Step 9 for all children for whom you wish to record data.

**To Change the Type of Records Displayed.** The first drop down box shows the type of cases currently being displayed. To change the type of records displayed, simply click on the first drop down box (beside the type currently displayed) and click on **Active**, **Closed** or **Both**. Hit **Enter**. Then move to the second drop down box (beside **Select →**) and follow the directions to limit the number of records displayed below.

## Step 10: Record Service Units (Continued)

Community Programs Reporting - Microsoft Internet Explorer

**VIRGINIA DEPARTMENT OF JUVENILE JUSTICE**  
Community Programs Reporting Online

Version 1.3

Help Logout

*Services Provided*

FIPS: 087 HENRICO COUNTY

PROGRAM/SERVICE: 087-05020-00 ELECTRONIC MONITORING: BI (HENRICO COUNTY)

Active Cases Select → Last Name: S-W

Select →  
Show 25  
Show 50  
Show All

Juvenile Report

Service Unit Type: DAYS

Juvenile Number	First Name	Last Name	Assgn Date	Admit Date	Release Date	Rel. Code	?
12234	GIDGET	SAPP	03/07/2002	03/07/2002			c
1234	LAVAR	WASHINGTON	02/15/2002	-	-	-	

Service Mth	Year	Number of Units		
			Enter	
04	2002	30	c	x
03	2002	10	c	x

**To Limit the Number of Records Displayed.** The second drop down box shows the number of cases currently being displayed. To limit the number of cases displayed at one time, click the second drop down box and choose [Show 25](#), [Show 50](#) or [Show All](#).

**To Display Names by First Letter of Last Name.** The third drop down box provides selections for showing youth by first letter of the last name. If you wish to limit the number of cases displayed by first letter of the youth's last names, click on the third drop down box, choose your selection.

**To Record Service Units for another FIPS Code.** Click on the word [FIPS](#): and you will be returned to the FIPs Code pull down menu. Follow instructions from Step 7.

**To Record Service Units for another Program or Service.** Click on the word [PROGRAM/SERVICE](#): and you will be returned to the Program/Service pull down menu. Follow instructions from Step 8.

## Special Step for Recording Supervision Plan Services.

Community Programs Reporting - Microsoft Internet Explorer

**VIRGINIA DEPARTMENT OF JUVENILE JUSTICE**  
**Community Programs Reporting Online**

Version 0.2

*Services Provided*

Logout  
Report

FIPS: 037 CHARLOTTE COUNTY  
PROGRAM/SERVICE: 037-25064-00 SUPERVISION PLAN SERVICES

SELECT THE SUPERVISION PLAN UNIT TYPE FOR VERONICA PATTERSON:

Juvenile Number	First Name	Last Name	Assign Date	Admit Date	Release Date	Rel. Code
97746	VERONICA	PATTERSON	12/04/2001			<input type="checkbox"/> C
48997	JESUS	ROSARIO	12/04/2001	-	-	-
56887	KRISTEN	UNDERWOOD	12/04/2001	-	-	-
1234	LAVAR	WASHINGTON	11/30/2001	11/30/2001	-	-
54877	CASEY	CUSTER	12/04/2001	-	-	-

Enter

DAYS  
HOURS  
SESSIONS  
CONTACTS  
PROCEDURES  
NOT APPLICABLE

of

Enter

Because the type of unit can change for each placement into a Supervision Plan Services program or service, there is one additional step the *first* time service units are recorded.

If service units are being recorded for the first time, the instruction to “**SELECT THE SUPERVISION PLAN UNIT TYPE**” will appear under the program/service heading.

Click on the drop down button to display possible service unit types, as indicated by the arrow.

Then click on the type of service unit the program/service for this child’s placement will use.

Click on [Enter](#).

Record service units as usual.


**This step must be taken for *each* child, for *each* program/service under Supervision Plan Services.**

**Once the type of service unit is selected, you will not have to select it again and it cannot be changed throughout the term of the program/service.**

## Services Provided Report

Community Programs Reporting - Microsoft Internet Explorer

**VIRGINIA DEPARTMENT OF JUVENILE JUSTICE**  
**Community Programs Reporting Online**



*Services Provided*

**Print**  
**Return**

FIPS: 087 HENRICO COUNTY  
PROGRAM/SERVICE: 087-1117-00 INTENSIVE HOME BASED SERVICES:ASSOCIATED EDUCATION

Juvenile Number	First Name	Last Name	Assgn Date	Admit Date	Release Date	Rel. Code
69	MICHAEL	COSTON	08/29/2001	08/29/2001	11/29/2001	2

Service Month	Service Year	Number of Units	Unit Description
11	2001	6	HOURS
10	2001	8	HOURS
09	2001	8	HOURS
08	2001	2	HOURS

The above report can be displayed by clicking twice on a child's name from the Services Provided screen. You also may display this report for the child whose name is highlighted by clicking on the [JUVENILE REPORT](#) button at the upper right of the screen.

**To print the report:** click on the [PRINT](#) button.

**To return to the Services Provided Screen:** click on the [RETURN](#) button.

### Step 11: Exit the System.

Community Programs Reporting Login - Microsoft Internet Explorer

VIRGINIA DEPARTMENT OF JUVENILE JUSTICE  
Community Programs Reporting Online

Please Enter Your:  Userid  
 Password

Help Exit

Click on the [Logout button](#) at the upper left of the screen. All data for which you have hit the “c” button will be saved.

The computer will return you to the log on screen.

Click the [Exit](#) button.

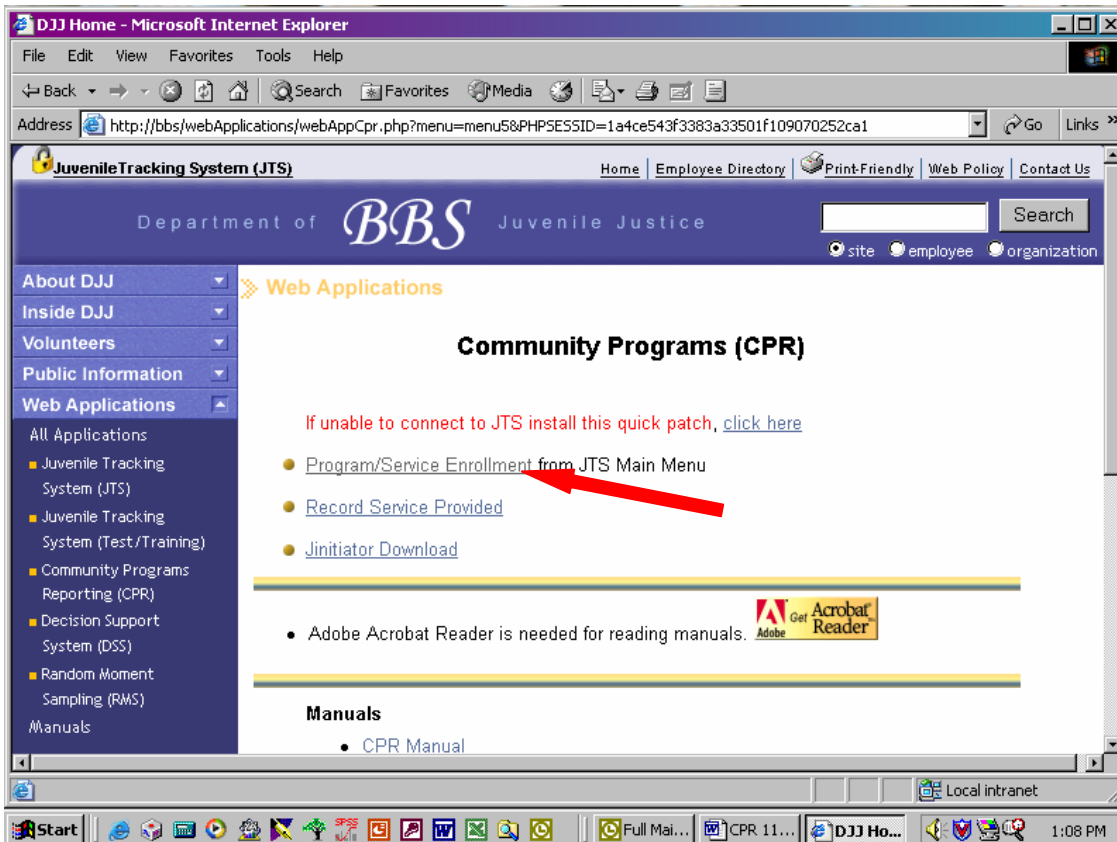
You will leave the system entirely.

*If you are on the DJJ Intranet, you may need to close that screen by click on the ☒ box in the upper right corner.*

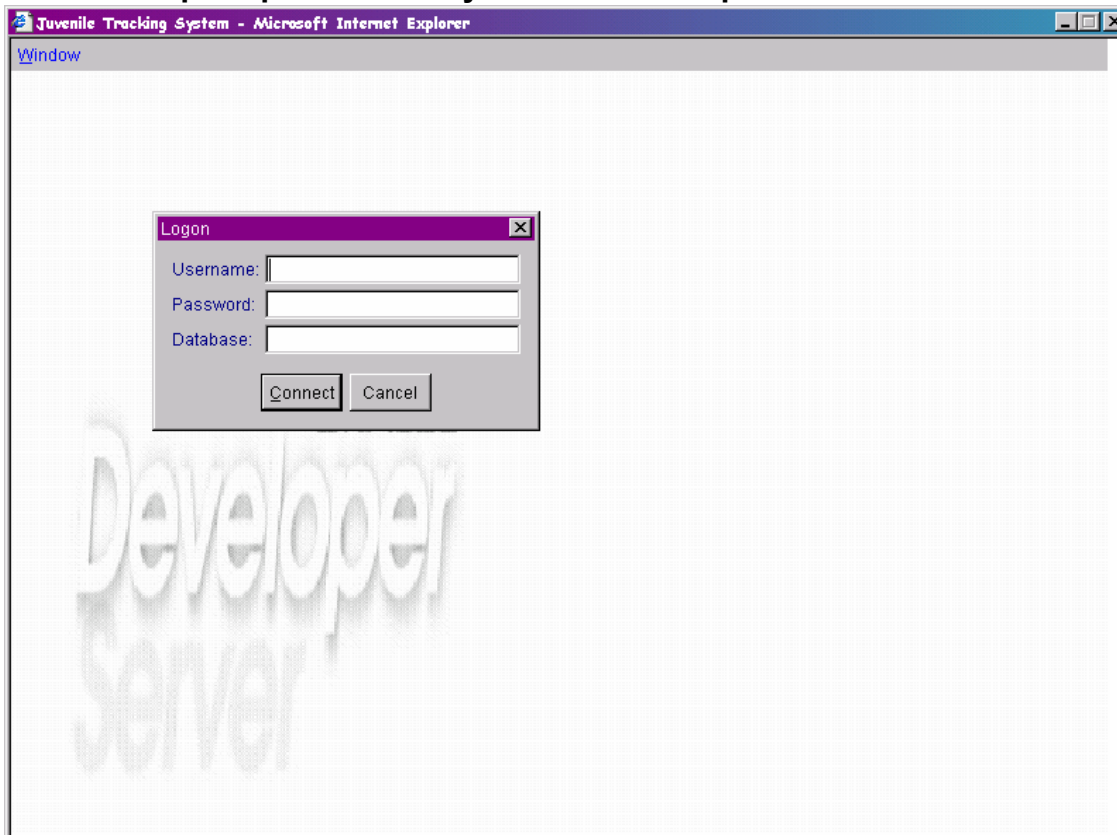
# CPR Financial Tracking

From the Community Programs Reporting screen, click on:

- **Program/Service Enrollment** from JTS Main Menu (see red arrow)



You will be prompted to enter your user Id and pass word:



Enter your user name.  
Hit **Tab**.

The cursor will move to the Password box.

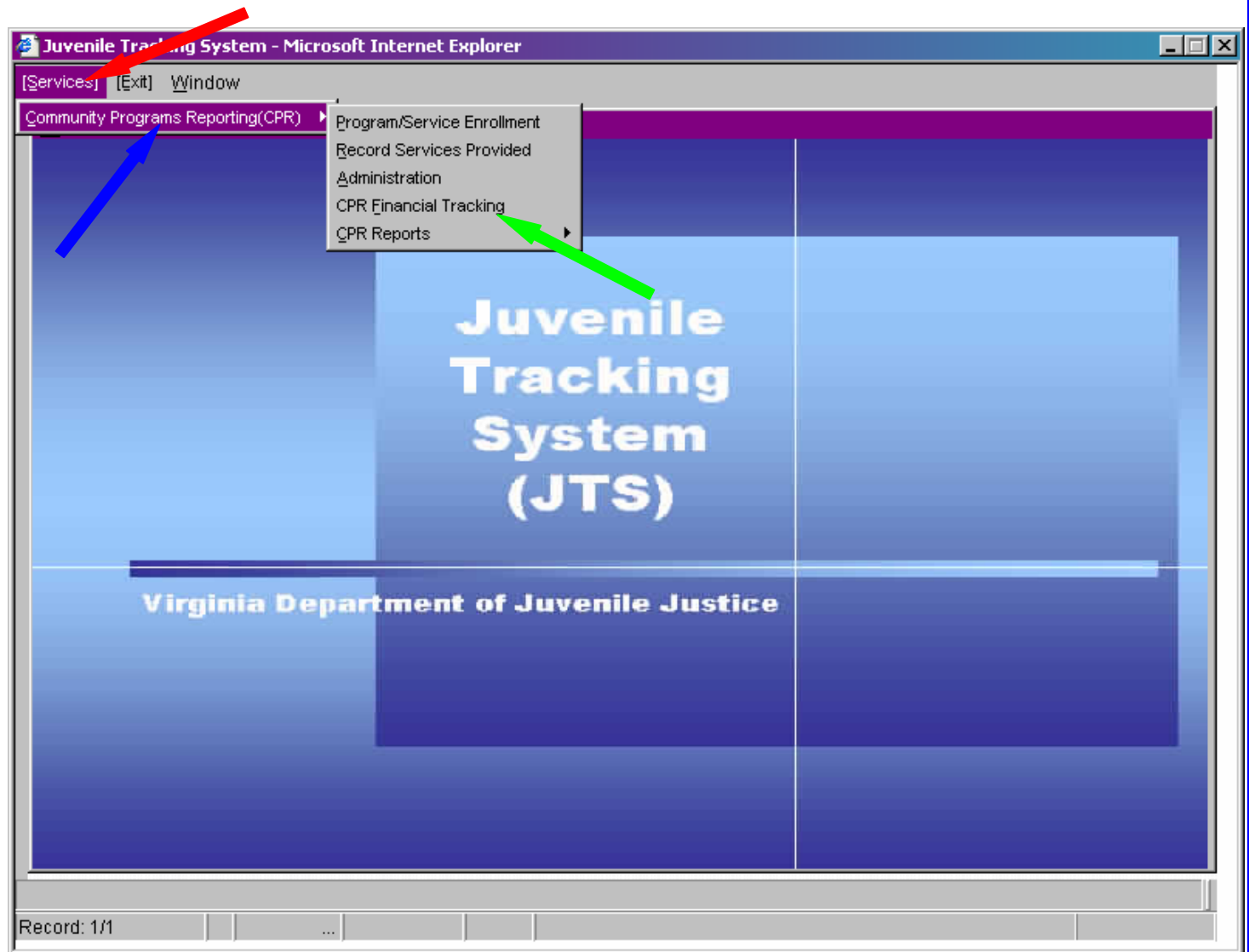
Enter your password.  
Hit **Enter** or click on **Connect**.

(leave database blank)

The computer will move you to the next screen:

## Step 1: Select CPR Financial Tracking

The following screen will be displayed:



Click on: **Services** (shown by the **red arrow**)

Then click on: **Community Programs Reporting** (shown by the **blue arrow**)

Then click on: **CPR Financial Tracking** (shown by the **green arrow**)

The system will bring up the following Oracle screen:



## Step 2: Identify the Program for which to Record Expenditures

The screenshot shows the 'Juvenile Tracking System - Microsoft Internet Explorer' window. The 'CPR EXPENDITURE' form is visible in the background. A dialog box titled 'VALID PROGRAMS/SERVICES' is open, displaying a list of programs. A blue arrow points to the 'Program Id' dropdown menu in the background form. The dialog box has a 'Find %' search bar and a list of programs with columns for ID, Name, and Expire Date. The 'Find' button is highlighted.

ID	Name	Expire Date
101-13047-00	COMMUNITY CONNECTION PROGRAM: COMMUNITY SERVI...	
294-11004-00	HOME BASED SVCS: ALTERNATIVE FAMILY TREATMENT SE...	
047-07024-00	12 STEP/EDUCATIONAL GROUP: OPTIONS	30-JUN-03
540-25016-00	16TH DISTRICT CSU FUND: 16TH DISTRICT CSU (SUPERVI...	30-JUN-02
139-23024-00	6 WEEK ALTERNATIVE PROGRAM: 26TH DISTRICT COURT ...	
171-23024-00	6 WEEK ALTERNATIVE PROGRAM: 26TH DISTRICT COURT ...	
187-23024-00	6 WEEK ALTERNATIVE PROGRAM: 26TH DISTRICT COURT ...	
009-25003-10	A. OUTPATIENT THERAPY (COUNSELING): PRIVATE VENDO...	30-JUN-02
125-25022-10	A. OUTPATIENT THERAPY: 24TH CSU	30-JUN-02
444-16006-00	ACADEMIC IMPROVEMENT PROG: ASSOCIATED EDUCATIO...	
444-16023-00	ACADEMIC IMPROVEMENT PROG: CRAWFORD FIRST EDU...	
444-16111-00	ACADEMIC IMPROVEMENT PROG: DAVID WELLS	
444-16028-00	ACADEMIC IMPROVEMENT PROG: ELK HILL FARM	
444-16029-00	ACADEMIC IMPROVEMENT PROG: EMPLOYMENT RESOUR...	
444-16038-00	ACADEMIC IMPROVEMENT PROG: FAMILY SYSTEMS, INC.	

Choices in list: 1549

Record: 1/1

Enter-Qu... List of Valu...

Click on the gray drop down box beside "Program ID" (see blue arrow) to display a list of programs for which you may record expenditures.

The system will bring up a dialog box with all the program ID's that you are allowed to access.

Double click on the program name or click to highlight the program name and click on the "OK" button.

**Searching.** If you are allowed access to multiple programs and you want to narrow the list of programs, you can use the search function by entering search criteria in the box beside "Find" and clicking on the "Find" button. For example, you can search for all programs that begin with FIPS code 199 by typing 199 in the box and hitting search. You can also use word searches, or search on the 5-digit middle section of the Program ID.

### Step 3: Identify the Year for which to Record Expenditures

Juvenile Tracking System - Microsoft Internet Explorer

Action Edit Query Block Record Field Help Window

CPR EXPENDITURE

Execute Query

Program Id	Program Name	Fiscal Year	SU Type	Budgeted SUs	Budgeted Cost Per SU

Contracted Services	Personnel	Travel	Staff Development	Telecomm	Supplies & Materials	Equipment	Total Budget

	Required Match	State Allocation	Optional Local	Other	Total Expend	Actual SUs	% of Budget	% of Year
Jul								8.33%
Aug								16.67%
Sep								25.00%
Oct								33.33%
Nov								41.67%
Dec								50.00%
Jan								58.33%
Feb								66.67%
Mar								75.00%
Apr								83.33%
May								91.67%
Jun								100.00%
Total							Actual Cost Per SU	

Execute Query

Record: 1/1 Enter-Qu... List of Valu...

Click in the box under "Fiscal Year" (red arrow) and type in the year for which to record expenditures (i.e., 2004 for FY2003-2004).

Click on the **execute query icon** (see blue arrow) or the **F8** button on your keyboard to execute a query to display information for the program.

## Step 4: Enter Your Expenditure Data

**Juvenile Tracking System - Microsoft Internet Explorer**

Action Edit Query Block Record Field Help Window

CPREXPEN

<b>Program Id</b>	<b>Program Name</b>	<b>Fiscal Year</b>	<b>SU Type</b>	<b>Budgeted SUs</b>	<b>Budgeted Cost Per SU</b>
540-13055-00	CA - TEENS GIVE: CITY OF CHARLOTTESVILLE - COMMUNIT	2003	DAYS	2660.00	\$56.37

<b>Contracted Services</b>	<b>Personnel</b>	<b>Travel</b>	<b>Staff Development</b>	<b>Telecomm</b>	<b>Supplies &amp; Materials</b>	<b>Equipment</b>	<b>Total Budget</b>
\$150,000.00							\$150,000.00

	Required Match	State Allocation	Optional Local	Other	Total Expend	Actual SUs	% of Budget	% of Year
Jul					\$0.00	353	0.00	8.33%
Aug					\$0.00	270	0.00	16.67%
Sep					\$0.00	175	0.00	25.00%
Oct					\$0.00	262	0.00	33.33%
Nov					\$0.00	227	0.00	41.67%
Dec					\$0.00	184	0.00	50.00%
Jan					\$0.00	237	0.00	58.33%
Feb					\$0.00	176	0.00	66.67%
Mar					\$0.00	317	0.00	75.00%
Apr					\$0.00	325	0.00	83.33%
May					\$0.00	312	0.00	91.67%
Jun					\$0.00	191	0.00	100.00%
<b>Total</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	3,029	<b>Actual Cost Per SU</b>	\$0.00

Enter a Program Id or select from <List>, then press <Execute Query>.

Record: 1/1

Beginning in July 2004, expenditure data must be entered quarterly. Optionally, it may be entered monthly since many localities receive monthly reports from their fiscal agents.

**For the FY04 annual expenditure report, enter all data on the Jun line.**

On the quarterly or monthly line corresponding to the reporting period, in the required match column, enter the total local MOE funding you expended in this program. [Tab.](#)

Enter the total state VJCCCA funds you expended in this program. [Tab.](#)

Enter any additional local funding beyond the MOE that you expended in this program. [Tab.](#)

Enter any other funding (USDA, grants, user fees, income from placements from other localities, etc.).

If you did not have expenditures in a particular category, you may leave it blank.

The total expenditures in each category will automatically recalculate. Likewise, the total expenditures for the year will recalculate.

## Step 5: Review the Program Data

Juvenile Tracking System - Microsoft Internet Explorer

Action Edit Query Block Record Field Help Window

CPREXPEN

Program # 540-13055-01 Program Name CA - TEENS GIVE: CITY OF CHARLOTTESVILLE - COMMUNITY

Fiscal Year SU Type Budgeted SUs Budgeted Cost Per SU

Contracted Services Personnel Travel Staff Development Telecomm Supplies & Materials Equipment Total Budget

	Required Match	State Allocation	Optional Local	Other	Total Expend	Actual SUs	% of Budget	% of Year
Jul								8.33%
Aug								16.67%
Sep								25.00%
Oct								33.33%
Nov								41.67%
Dec								50.00%
Jan								58.33%
Feb								66.67%
Mar								75.00%
Apr								83.33%
May								91.67%
Jun								100.00%
Total							Actual Cost Per SU	

Save

Record: 1/1 Enter-Qu... List of Valu...

Compare the budgeted service units (upper right) to the actual services units (lower right). Notice the distribution of service units across months and the % of the year completed. Compare the budget (upper right) to the actual expenditures (lower right). Compare the budgeted cost per service unit (upper right) to the actual cost per service unit (lower right).

If all data are correct, proceed to Step 6 or make needed revisions by typing over the data that is in error.

## Step 6: Save the Program Data, Print and Exit

Click on the diskette icon to save your entries (see red arrow).

Click on the printer icon to print your entries (see green arrow).

Click on the door icon to exit the program (see blue arrow).

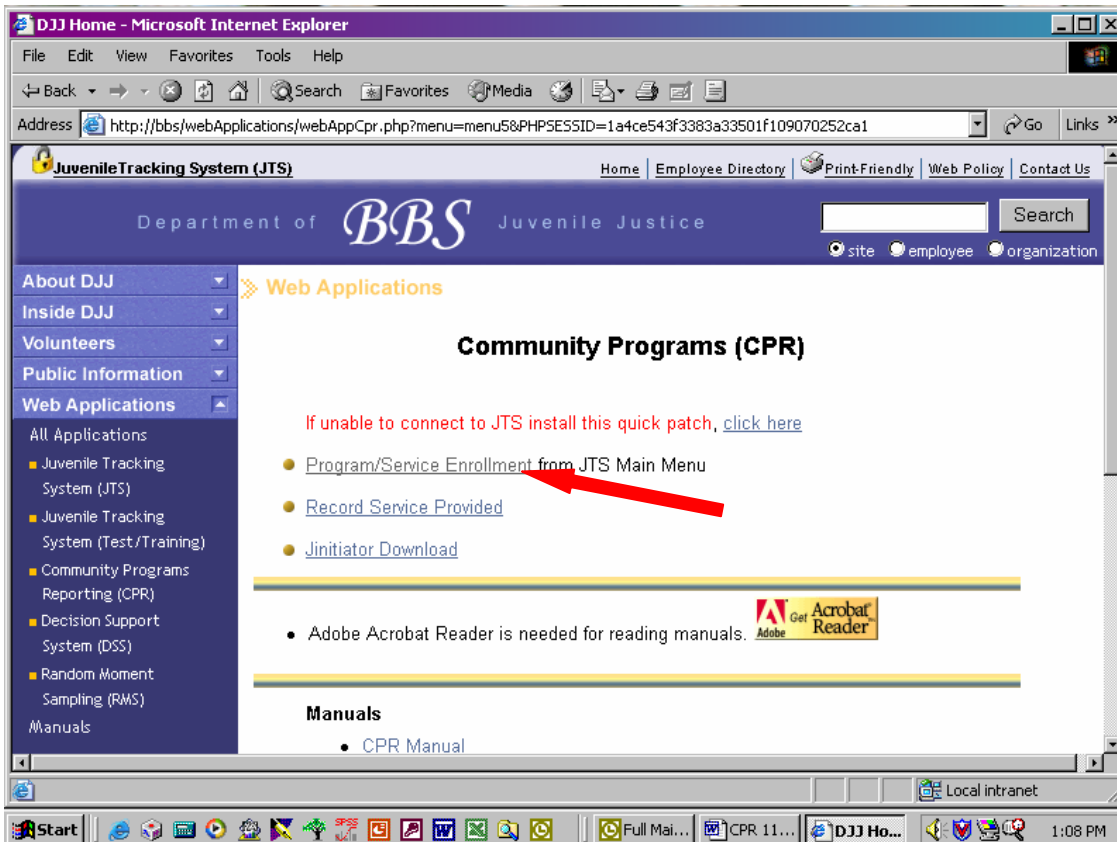
**Note:** If you need to enter data for additional programs, save your data and return to Step 2.

**Be sure you submit a Financial Adjustment Form if you moved any monies between any programs.**

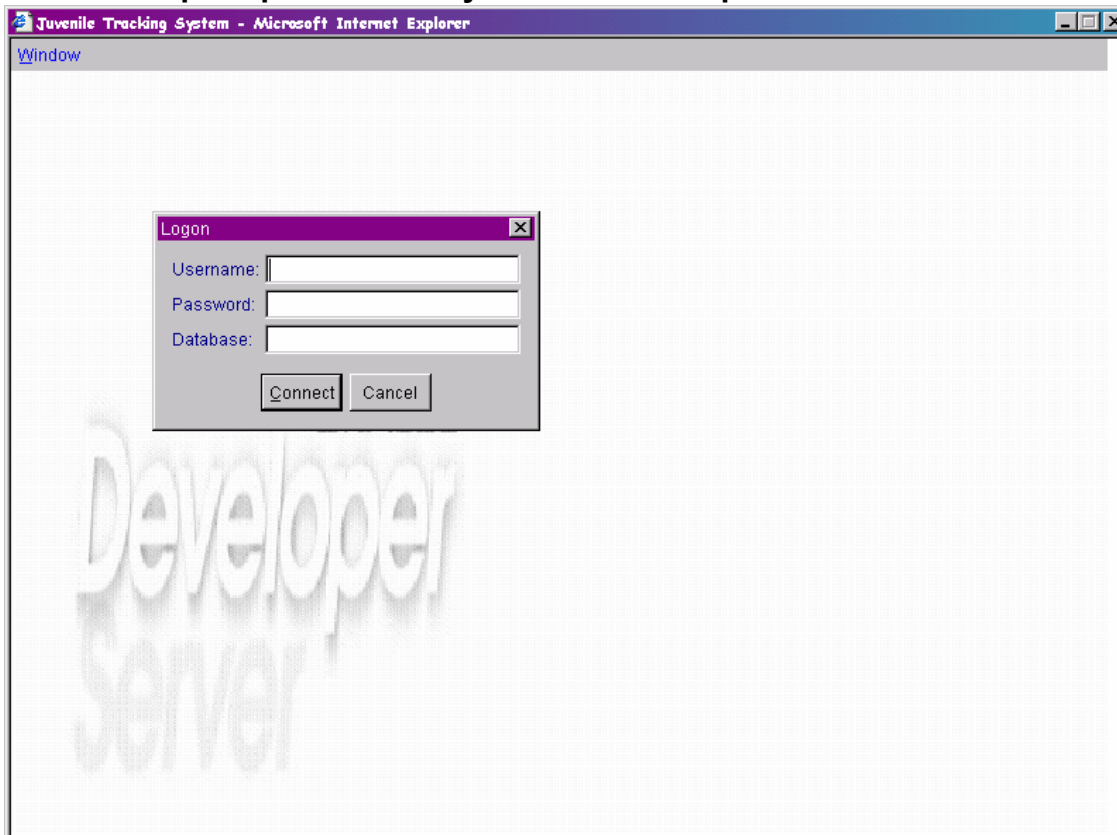
# CPR Reports

From the Community Programs Reporting screen, click on:

- **Program/Service Enrollment** from JTS Main Menu (see red arrow)



You will be prompted to enter your user Id and pass word:



Enter your user name.  
Hit **Tab**.

The cursor will move to the Password box.

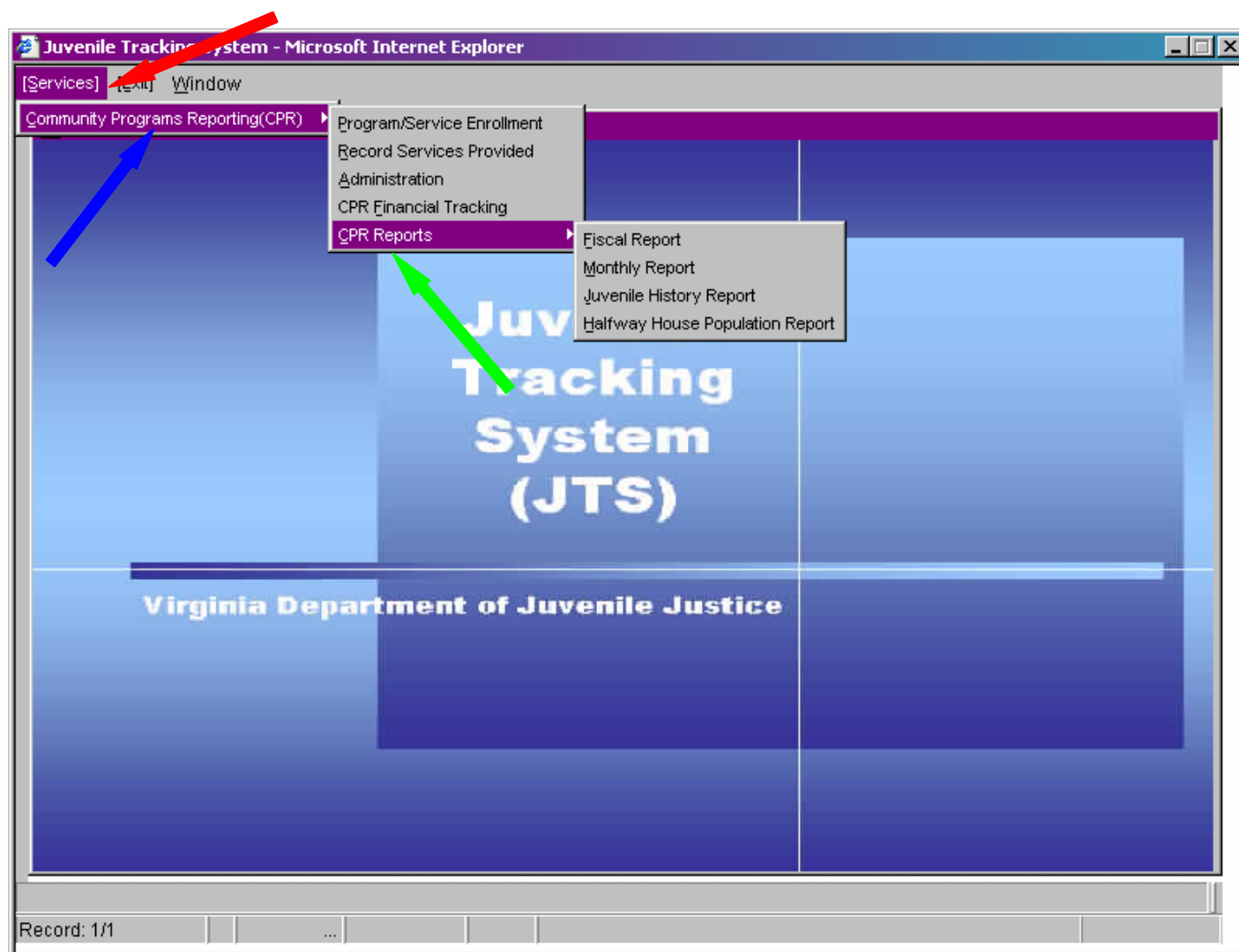
Enter your password.  
Hit **Enter** or click on **Connect**.

(leave database blank)

The computer will move you to the next screen:

## Step 1: Select CPR Financial Tracking

The following screen will be displayed:



Click on: **Services** (shown by the **red arrow**)

Then click on: **Community Programs Reporting** (shown by the **blue arrow**)

Then click on: **CPR Reports** (shown by the **green arrow**)

The screen lists the possible reports:

- Fiscal Report
- Monthly Report
- Juvenile History Report
- Halfway House Population Report

You may not have access to all reports, depending on your access level.

## Description of Reports

**Fiscal Report.** The fiscal report is a listing, by juvenile, of Program ID, Juvenile's name, Juvenile ID, Placing FIPS, Admission Date, Pre/Post, Residential/ Nonresidential, Service Unit Type, number of services units provided for each month, Release Date and Release Code.

By clicking on the drop down boxes, you may select the fiscal year, the program ID (or all programs to which you have access), the placing FIPS (or all FIPS codes to which you have access) and the order in which the report is sorted and reported. Once you have selected your options, click on the [Generate Report](#) button. In about a minute, you will have a report, in .pdf format, with the requested information.

The following page shows examples of the three sort options. The reports will actually print in landscape format, larger than displayed in the example.

**Juvenile Tracking System - Microsoft Internet Explorer**

Action Edit Query Block Record Field Help Window

CPR REPORTS

**Selected Report**

CPR FISCAL REPORT

**Fiscal Year**

**Program Id/All**

**Placing Fips/All**

**Report Ordering**

- Program Id, Juvenile Name, Fips, Admit Date
- Program Id, Juvenile Name, Fips, Admit Date
- Program Id, Fips, Juvenile Name, Admit Date
- Program Id, Admit Date, Juvenile Name, Fips

**Generate Report**

FRM-40202: Field must be entered.

Record: 1/1



## Example: Fiscal Report by Program ID, Juvenile Name, FIPS, Admit Date

Community Program Reporting  
Fiscal Report  
By Juvenile Name  
For Fiscal Year: 2004

Report run on: July 1, 2004 2:56 PM

Page 1

Program ID	Juvenile Name	Juv #	Fip	Admit Dt	Pre Post	Res Non U	S	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Release	Dt	R 1
777-05000-00	DUCK, DAISY	123456	777	7/1/2003	PRE	NON	D	31	31	0	0	0	0	0	0	0	0	0	0	9/1/2003	2	
	DUCK, DAISY	123456	777	4/15/2004	PRE	NON	D	0	0	0	0	0	0	0	0	0	16	16	0	5/17/2004	2	
	DUCK, DEWEY	234567	777	8/5/2003	PRE	NON	D	0	27	22	0	0	0	0	0	0	0	0	0	9/23/2003	3	
	DUCK, DONALD	345678	777	9/4/2003	PRE	NON	D	0	0	18	0	0	0	0	0	0	0	0	0	9/23/2003	2	
	DUCK, DONALD	345678	777	4/15/2004	PRE	NON	D	0	0	0	0	0	0	0	0	0	16	16	0	5/17/2004	2	
	DUCK, HUEY	456789	777	1/14/2004	PRE	NON	D	0	0	0	0	0	0	18	4	0	0	0	0	2/5/2004	2	
	DUCK, LEWEY	567891	777	3/2/2004	PRE	NON	D	0	0	0	0	0	0	0	0	30	2	0	0	4/3/2004	2	
	MOUSE, MICKEY	678912	775	4/9/2004	PRE	NON	D	0	0	0	0	0	0	0	0	0	7	0	0	4/16/2004	4	
	MOUSE, MINNIE	789123	775	5/3/2004	PRE	NON	D	0	0	0	0	0	0	0	0	0	0	29	30			
Program Total:								31	58	40	0	0	0	18	4	30	41	61	30			
Report Total:								31	58	40	0	0	0	18	4	30	41	61	30			

## Example: Fiscal Report by Program ID, FIPS, Juvenile Name, Admit Date

Community Program Reporting  
Fiscal Report  
By Fips  
For Fiscal Year: 2004

Report run on: July 1, 2004 2:56 PM

Page 1

Program ID	Fip	Juvenile Name	Juv #	Admit Dt	Pre Post	Res Non U	S	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Release Dt	R 1
777-05000-00	776	MOUSE, MICKEY	678912	4/9/2004	PRE	NON	D	0	0	0	0	0	0	0	0	0	7	0	0	4/16/2004	4
	776	MOUSE, MINNIE	789123	5/3/2004	PRE	NON	D	0	0	0	0	0	0	0	0	0	0	29	30		
	Fips Total:							0	0	0	0	0	0	0	0	0	7	29	30		
	777	DUCK, DAISY	123456	7/1/2003	PRE	NON	D	31	31	0	0	0	0	0	0	0	0	0	0	9/1/2003	2
	777	DUCK, DAISY	123456	4/15/2004	PRE	NON	D	0	0	0	0	0	0	0	0	0	16	16	0	5/17/2004	2
	777	DUCK, DEWEY	234567	8/5/2003	PRE	NON	D	0	27	22	0	0	0	0	0	0	0	0	0	9/23/2003	3
	777	DUCK, DONALD	345678	9/4/2003	PRE	NON	D	0	0	18	0	0	0	0	0	0	0	0	0	9/23/2003	2
	777	DUCK, DONALD	345678	4/15/2004	PRE	NON	D	0	0	0	0	0	0	0	0	0	16	16	0	5/17/2004	2
	777	DUCK, HUEY	456789	1/14/2004	PRE	NON	D	0	0	0	0	0	0	18	4	0	0	0	0	2/5/2004	2
	777	DUCK, LEWEY	567891	3/2/2004	PRE	NON	D	0	0	0	0	0	0	0	0	30	2	0	0	4/3/2004	2
	Fips Total:							31	58	40	0	0	0	18	4	30	34	32	0		
	Program Total:							31	58	40	0	0	0	18	4	30	41	61	30		
Report Total:								31	58	40	0	0	0	18	4	30	41	61	30		

## Example: Fiscal Report by Program ID, Admit Date, Juvenile Name, FIPS

Community Program Reporting  
Fiscal Report  
By Admit Date  
For Fiscal Year: 2004

Report run on: July 1, 2004 2:56 PM

Page 1

Program ID	Admit Dt	Juvenile Name	Juv #	Pre Post	Res Non U	S	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Release	Dt	R 1
777-05000-00	7/1/2003	DUCK, DAISY	123456	PRE	NON	D	31	31	0	0	0	0	0	0	0	0	0	0	9/1/2003	2	
	8/5/2003	DUCK, DEWEY	234567	PRE	NON	D	0	27	22	0	0	0	0	0	0	0	0	0	9/23/2003	3	
	9/4/2003	DUCK, DONALD	345678	PRE	NON	D	0	0	18	0	0	0	0	0	0	0	0	0	9/23/2003	2	
	1/14/2004	DUCK, HUEY	456789	PRE	NON	D	0	0	0	0	0	0	18	4	0	0	0	0	2/5/2004	2	
	3/2/2004	DUCK, LEWEY	567891	PRE	NON	D	0	0	0	0	0	0	0	0	30	2	0	0	4/3/2004	2	
	4/9/2004	MOUSE, MICKEY	678912	PRE	NON	D	0	0	0	0	0	0	0	0	0	7	0	0	4/16/2004	4	
	4/15/2004	DUCK, DAISY	123456	PRE	NON	D	0	0	0	0	0	0	0	0	0	16	16	0	5/17/2004	2	
		DUCK, DONALD	345678	PRE	NON	D	0	0	0	0	0	0	0	0	0	16	16	0	5/17/2004	2	
	5/3/2004	MOUSE, MINNIE	789123	PRE	NON	D	0	0	0	0	0	0	0	0	0	0	29	30			
Program Total:							31	58	40	0	0	0	18	4	30	41	61	30			
Report Total:							31	58	40	0	0	0	18	4	30	41	61	30			

## Description of Reports

**Monthly Report.** The monthly report is a listing, by juvenile, of Program ID, Service Month, Juvenile ID, Juvenile's Name, Placing FIPS, Number of service units delivered in the service month, Service Unit Type, Admission Date, Release Date and Release Code.

By clicking on the drop down boxes, you may select the program ID (or all programs to which you have access), the beginning month you want to report, and the ending month you want to report. Once you have selected your options, click on the [Generate Report](#) button. In a few minutes, you will have a report, in .pdf format, with the requested information.

**Note:** This report will only be generated for youth for whom service units are recorded.

The following page shows an example of the Monthly report. The report will actually print in landscape format, larger than displayed in the example.

The screenshot shows a web browser window titled "Juvenile Tracking System - Microsoft Internet Explorer". The browser's address bar and menu bar are visible. The main content area displays a form titled "CPR REPORTS" with a sub-header "Selected Report". Below this, there is a dropdown menu currently showing "CPR MONTHLY SERVICE REPORT". Further down, there are three input fields: "Program Id/All", "Start Date (MM/YYYY)", and "End Date (MM/YYYY)". Red arrows point to the dropdown arrow of the "Program Id/All" field and the "Start Date" and "End Date" fields. Below these fields is a "Generate Report" button, which is pointed to by a blue arrow. At the bottom of the browser window, a status bar shows "Record: 1/1".

## Example: *Monthly Report*

Community Program Reporting  
Monthly Service Report  
Services Provided For 777-05000-00  
Service Dates 7/2003 to 9/2003

Report run on: July 1, 2004 2:56 PM

Page 1

Program ID	Service MM/YR	Juvenile #	Juvenile Name	Fips	# SU	SU Type	Admit Date	Release Date	Rl Cd
777-05000-00	7/2003	123456	DUCK, DAISY	777	31	D	7/1/2003	9/1/2003	2
		MM/YR Total:			31				
	8/2003	123456	DUCK, DAISY	777	31	D	7/1/2003	9/1/2003	2
		234567	DUCK, DEWEY	777	27	D	8/5/2003	9/23/2003	3
		MM/YR Total:			58				
	9/2003	234567	DUCK, DEWEY	777	22	D	8/5/2003	9/23/2003	3
		345678	DUCK, DONALD	777	18	D	9/4/2003	9/23/2003	2
					40				
	Program Total:				129				
Report Total:				129					

## Description of Reports

**Juvenile History Report.** The Juvenile History report is a listing of activity for all programs in which a juvenile has participated.

For this report, you must enter the Juvenile ID of the juvenile for whom you want a report. Then click on the [Generate Report](#) button. In a few a minutes, you will have a report, in .pdf format, with the requested information.

The following page shows an example report. The report will print in portrait format, slightly larger than displayed in the example.

Selected Report

CPR JUVENILE HISTORY REPORT

**\*\*This report may take up to several minutes to run\*\***

Juvenile Number

Generate Report

Record: 1/1

## Example: *Juvenile History Report*

### Community Programs Reporting Juvenile History Report

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<b>Juvenile Name:</b>	MOUSE, MICKEY	<b>Juvenile #:</b>	678912	<b>Dob:</b>	3/23/1987	<b>Race:</b>	B	<b>Sex:</b>	M
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<b>Program ID</b>	<b>Fips</b>	<b>Assign Date</b>	<b>Admit Date</b>	<b>Release Dt</b>	<b>Rel Code</b>	<b>SU Type</b>
777-01100-00	776	6/16/2004	6/17/2004	10/21/2004	2	H

<b>Service Month</b>	<b>Service Year</b>	<b>Units Provided</b>
6	2004	4
7	2004	10
8	2004	8
9	2004	10
10	2004	6

**Total:** 38

<b>Program ID</b>	<b>Fips</b>	<b>Assign Date</b>	<b>Admit Date</b>	<b>Release Dt</b>	<b>Rel Code</b>	<b>SU Type</b>
777-01000-00	776	4/16/2004	4/16/2004	6/16/2004	2	D

<b>Service Month</b>	<b>Service Year</b>	<b>Units Provided</b>
4	2004	15
5	2004	31
6	2004	15

**Total:** 61

<b>Program ID</b>	<b>Fips</b>	<b>Assign Date</b>	<b>Admit Date</b>	<b>Release Dt</b>	<b>Rel Code</b>	<b>SU Type</b>
777-05000-00	776	4/9/2004	4/9/2004	4/16/2004	4	D

<b>Service Month</b>	<b>Service Year</b>	<b>Units Provided</b>
4	2004	7

**Total:** 7

**Total Service Units Provided:** 106

## Description of Reports

**Halfway House Population Report .** The halfway house population report is a listing of the residents of the house, with the Juvenile's Name, JTS Number, Social Security Number, Race, Sex, Date of Birth, Residential/Nonresidential, Committing FIPS, Offense, Admission Date, Release Date, Release Code and the Number of Child Care Days. The report is sorted by Admission Date.

By clicking on the drop down boxes, you may select the program ID (or all programs to which you have access), the beginning date you want to report, and the ending date you want to report. Once you have selected your options, click on the [Generate Report](#) button. In a few minutes, you will have a report, in .pdf format, with the requested information.

The following page shows an example of the Halfway House Population report. The report will actually print in landscape format, larger than displayed in the example.

The screenshot displays the 'Juvenile Tracking System - Microsoft Internet Explorer' window. The main content area is titled 'CPR REPORTS' and contains a 'Selected Report' dropdown menu currently set to 'HALFWAY HOUSE POPULATION REPORT'. Below this are three input fields: 'Program Id/All', 'Start Date (MM/DD/YYYY)', and 'End Date (MM/DD/YYYY)'. Red arrows point to each of these fields. At the bottom of the form is a 'Generate Report' button, with a blue arrow pointing to it. The status bar at the very bottom indicates 'Record: 1/1'.

## Example: Halfway House Population Report

### POPULATION REPORT FOR LIFE SKILLS: ABRAXAS HOUSE

07/01/2003 - 06/30/2004

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Last Name	First Name	Juvenile Number	SSN	R	S	DOB	Res Non	Fip	Offense	Admit Dt	Release Dt	RL CD	# of CC Days
DUCK	DAISY	123456	123-45-6789	B	F	3/7/1985	RES	777	ROB-1214-F9	3/28/203	9/24/2003	2	85
DUCK	DEWEY	234567	123-56-7894	W	M	5/9/1986	RES	781	NAR-3043-F9	6/26/2003	11/19/2003	3	141
DUCK	DONALD	345678	123-78-9123	B	M	1/2/1984	RES	777	ASL-1336-F2	10/28/2003	1/24/2004	2	88
DUCK	HUEY	456789	124-56-7891	B	M	12/15/1985	RES	777	RAP-1121-F9	12/12/2003			202
DUCK	LEWEY	567891	124-78-3564	W	M	10/6/1983	RES	789	NAR-3022-F5	1/14/2004	7/6/2004	2	169
MOUSE	MICKEY	678912	155-63-7435	B	M	9/30/1985	RES	789	ROB-1204-F9	4/13/2004	5/12/2004	4	29
MOUSE	MINNIE	789123	155-87-6542	W	F	4/18/1987	RES	785	RAP-1136-F9	6/18/2004			13

Total Days:

727

Average Daily Population:

1.99

Filename: CPR 7-9-041  
Directory: C:\Documents and Settings\martinla\Local  
Settings\Temporary Internet Files\OLK7  
Template: C:\Documents and Settings\martinla\Application  
Data\Microsoft\Templates\Normal.dot  
Title: COMMUNITY  
Subject:  
Author: gholstse  
Keywords:  
Comments:  
Creation Date: 7/7/2004 9:42 AM  
Change Number: 32  
Last Saved On: 7/16/2004 4:50 PM  
Last Saved By: gholstse  
Total Editing Time: 729 Minutes  
Last Printed On: 7/26/2004 12:49 PM  
As of Last Complete Printing  
Number of Pages: 47  
Number of Words: 4,526 (approx.)  
Number of Characters: 25,800 (approx.)